

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: Dec 1, 2005 To: Dec 30, 2005

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
☐ Implementation Phase
☐ Project Initiation
☐ Project Planning
☐ Project Execution and Control
☐ Project Closure

In Process

Phase Deliverable

Deliverables for this phase are:

Software Requirements Specification for the Travel & Expense Management System (done)
 Conceptual Approach (in progress)
 Alternatives Analysis (in progress)
 Cost Benefit Analysis
 Risk Assessment
 Alternatives Recommendation
 Implementation Plan for next Phase
 Approved Project Charter & Project Plan for the Implementation Phase

Achievements

Revised baseline after adding new deliverable – Conceptual Approach to implementation with consideration for Roadmap recommendations.

On schedule with Conceptual Approach. Identifying issues, risks, and lessons learned related to Roadmap recommendations and TEMS. Provide observations that should help Roadmap in implementing recommendations. Develop conclusions and action plan for TEMS implementation.

Had a half-day demo and discussion with “concur”, a vendor that offers a hosted and a COTS solution.

Objectives for the next reporting period

Complete Conceptual Approach

Begin evaluating alternatives & cost benefit analysis. Contact SAP and Gelco to gather information to help select the alternative.

Steering Committee Meeting on Jan. 24.

Schedule

Re-baselined milestones:

- Milestone 2: (New) Finish Conceptual Approach: January 23, 2006
- Milestone 3: Select Best Alternative: March 17, 2006
- Milestone 4: Prepare Implementation Plan: April 14, 2006.

As of Dec. 30, 2005, the Conceptual Approach tasks are on schedule.

Budget

Original estimate was about 3,000 hours effort for the Feasibility Phase - Sept. 2005 through mid-February 2006. The Conceptual Approach should add about 800 more hours .

Estimated hours through October 30 was 1,423. Actual hours through October 30 was 1,263.

Issues

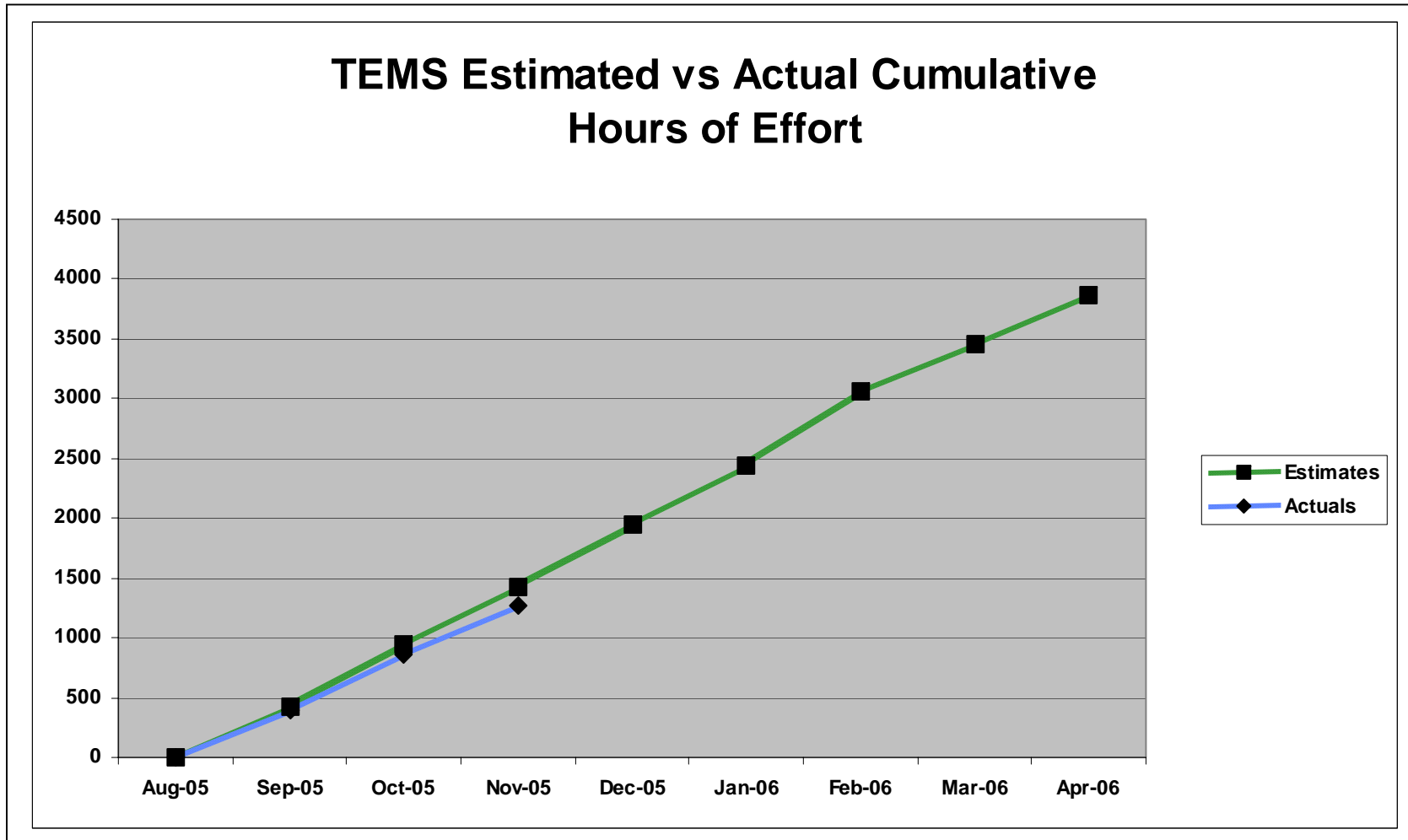
No new major issues at this time.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

No new risks at this time.

Progress Summary



Event	Effort				Schedule					
	Original Estimate	Actual (Nov. 30, 2005)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000	1263	2537 (revised total 3800)	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	
Milestone 1 (Requirements & Viable Alternatives)	1423	1263	0	(160)	Sept. 8 2005	NA	Sept. 8 2005	Nov. 22, 2005	Nov. 28, 2005	Nov. 28, 2005
Milestone 2 (New) Conceptual Approach	800		800		Dec. 1, 2005	NA	Dec. 1, 2005	Jan. 23, 2006		
Milestone 3 (Recommended Alternative)	1025		1025		Nov. 29, 2005	Jan. 23, 2006		Jan. 16, 2006	Mar. 17, 2006	
Milestone 4 (Start Implementation Phase)	552		552		Jan. 17, 2006	Mar. 18, 2006		Feb. 22, 2006	Apr 14, 2006	